



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2019-015

Publication November 04, 2019

Republic of the Philippines

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the in the CSC website:

NOV 6
LEA JEAN M. PAYONG, MBA
Supervising Administrative Officer
Date:

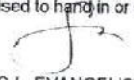
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Specialist II Part Time	OSEC-DOHB-MDSPT2-150079-2016	23	36905.5	Doctor of Medicine with Certificate as Fellow and/or Diplomate of the relevant accredited specialty society and/or a doctor who has passed the DOH Medical Specialist Examination	8 hours of relevant training	2 years of relevant experience as MS I or related experiences	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Clinical Unit
2	Medical Officer IV	OSEC-DOHB-MDOF4-150217-2016	23	73811	Doctor of Medicine must have undergone Residency Training Program as per Administrative Order No. 2017-0016	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
3	Medical Officer IV	OSEC-DOHB-MDOF4-150220-2016	23	73811	Doctor of Medicine must have undergone Residency Training Program as per Administrative Order No. 2017-0016	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
4	Nurse II	OSEC-DOHB-NURS2-150111-2016	15	30531	Bachelor of Science in Nursing with 15 units towards MAN	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
5	Radiologic Technologist II	OSEC-DOHB-RT2-150182-2016	15	30531	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Radiology Unit
6	Administrative Officer III	OSEC-DOHB-ADOF3-150063-2016	14	27755	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Health Information Management Unit
7	Administrative Assistant II	OSEC-DOHB-ADAS2-150048-2015	8	16758	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Finance Service - Cash Unit
8	Administrative Assistant I	OSEC-DOHB-ADAS1-150018-2016	7	15738	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 / Audio-Visual Equipment Operator III	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Office of the Chief of Hospital - Integrated Hospital Operations and Management Program
9	Occupational Therapy Technician I	OSEC-DOHB-OTT1-150046-2014	6	14847	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Occupational Therapy Unit

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					Education	Training	Experience	Eligibility		Competency (if applicable)
10	Administrative Aide V	OSEC-DOHB-ADA5-150042-2014	5	14007	Elementary School Graduate (Preferably High School Graduate and completed relevant vocational/trade course)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
11	Nursing Attendant I	OSEC-DOHB-NATT1-150011-1998	4	13214	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 14, 2019

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Diploma and Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



MARIA LOURDES L. EVANGELISTA, MD, DSBPP
 Chief of Hospital II
 P. Monroe St., Poblacion, Mariveles, Bataan
 hr@minh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Department of Health
 Central Luzon Center for Health Development
MARIVELES MENTAL HOSPITAL
P. Monroe St. Poblacion, Mariveles, Bataan,
Philippines. 2105



Instructions to Applicants:

Interested and qualified applicants shall submit the following documents to the Human Resource Management Unit:

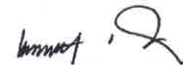
For Entry Level Positions:

1. Letter of Intent addressed to:
 Maria Lourdes L. Evangelista, MD, DSBPP
 Chief of Hospital II
 Mariveles Mental Hospital
 Mariveles, Bataan
2. Personal Data Sheet with additional Work Experience Sheet
3. Diploma
4. Transcript of Records
5. PRC Certification and Board Rating (if applicable)
6. Photocopy of License (if applicable)

For Promotion: All qualified next- in-rank shall be automatically considered candidates for promotion to the next higher position and advised to submit the following documents. Non submission of the required documents shall mean waiver on their part to be considered as candidate for promotion.

1. Letter of Intent
2. Updated Personal Data Sheet with additional Work Experience Sheet
3. Performance Evaluation (IPCR) for the last rating period
4. Certificate of Trainings
5. Photocopy of License / CS Eligibility (if applicable)

Deadline of Submission	November 14, 2019
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment


VINCENT A. ISIP
 Officer-in-charge, HOPSS


 LJMP

For posting in conspicuous places:
 Security Bulletin Board _____
 Administrative Service Bulletin Board _____
 Nursing Service Bulletin Board _____